

STUDENT JUDICIAL PROGRAMS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4764	Student Judicial Advisor	01	078	6 mo.	00/00/00	Rev.
4708	Director of Student Judicial Programs	03	078	6 mo.	00/00/00	Rev.

Promotional Line: 321

Series Narrative

Employees in this series perform duties involved in the operation and management of university student judicial systems.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Student Judicial Advisor **4764**

Employees at this level serve as hearing officers and/or assist in the management of the university student judicial system. They work under direction from a designated supervisor.

A Student Judicial Advisor typically –

1. reviews/investigates student misconduct complaints filed by students, faculty, and staff
2. determines or recommends to the director charges, jurisdiction, and method of resolving complaints
3. serves as a hearing officer
4. assists with the adjudication of judicial matters; interprets and administers the Student Code of Conduct and student judicial processes
5. monitors sanctions placed on student misconduct cases
6. oversees the admissions clearance process
7. counsels students
8. acts as a liaison with the university and external communities regarding the structure and operation of the university student judicial system
9. maintains or supervises the maintenance of disciplinary records and safeguards their confidentiality
10. may assist with editing the Student Code of Conduct
11. may develop or assist in developing or conduct training seminars, faculty symposia, or alternative sanction programs; develops departmental written materials, brochures, and educational materials and coordinates educational outreach for the University community

12. develops statistical and informational reports
13. serves as key advisor to the Director in the development and management of policies, procedures and programs
14. performs other related duties as assigned

Level II: Director of Student Judicial Programs**4708**

Employees at this level direct the operation of the university student disciplinary system. They work under administrative direction from a designated supervisor.

A Director of Student Judicial Programs typically –

1. monitors complaints filed by students, faculty, and staff
2. reviews charges to be brought, jurisdiction in which to be held, and methods for resolving complaints; advises staff of possible improvements or alternatives
3. oversees selection and training of judicial board members
4. supervises board advisors, professional staff, graduate assistants, and other employees in regard to judicial process responsibilities
5. represents student judicial program to university and external communities
6. develops and may participate in seminars, symposia, or other programs designed to promote or develop the student judicial program
7. edits and publishes the Student Code of Conduct
8. analyzes and disseminates data regarding actions of the student judicial system
9. directs the collection and maintenance of records related to the program; is responsible for their security and confidentiality
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Student Judicial Advisor****4764****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Bachelor's degree in college student personnel, counseling, higher education, higher education administration, student affairs administration, conflict resolution, or a related field
2. **Two years** of work experience with a student disciplinary system¹

¹ Applicants possessing a Master's degree, in a closely related field, qualify without needing #2.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of student disciplinary systems and higher education law.
2. Communication – excellent oral and written communication skills.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
7. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
8. Time Management — Managing one's own time and the time of others.

Level II: Director of Student Judicial Programs**4708**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in college student personnel, counseling, higher education, higher education administration, student affairs administration, conflict resolution, or a related field²
2. **Three years** of full-time work experience performing duties similar to those described for the lower-level in this series that included experience with a student disciplinary system

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Extensive knowledge of student disciplinary systems and higher education law
2. Communication – excellent oral and written communication skills
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

² Applicants possessing a Master's degree, in a closely related field, meet the requirement of #1 above.

4. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
7. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
9. Time Management — Managing one's own time and the time of others.
8. Supervisory ability.